

ACCOUNTING TECHNICIAN

DEFINITION

To perform a variety of complex and technical accounting duties in the preparation, review and processing of budget and accounting projects and/or investments as assigned; to provide technical support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class of the Accounting Technician series. Incumbents are expected to perform the full range of duties assigned with independence. This class is distinguished from the Senior Accounting Technician in that the latter is responsible for providing technical and functional supervision over assigned accounting clerical personnel.

SUPERVISION RECEIVED

Receives direction from a Senior Accountant or supervisor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

Review and reconcile various City bank accounts, trustee accounts, fixed assets, payroll accounts, and customer deposit accounts to general ledger and subsidiary ledger; prepare adjusting journal entries as necessary.

Assist in year-end close and annual financial audit; Prepare year-end accrual entries as needed; Prepare audit schedules as assigned; Assist in preparation of statistical section of Comprehensive Annual Financial Report (CAFR); Review and provide supporting documents as requested by auditors.

Review and adjust/correct timecards in accordance with MOU (Memorandum of Understanding) of different bargaining groups to process bi-weekly payroll; monitor/maintain payroll deductions including wage attachments, and prepare related journal entries; prepare and submit payments generated through payroll deductions to appropriate outside parties; Assist in year-end W-2 preparation.

Maintain and update debt schedules; coordinate debt payments in a timely manner.

Answer questions from the public and operating departments regarding areas of assignment; research information and respond to requests in a timely fashion.

Coordinate function activities with operating departments; answer questions from other departments about areas of assignment; clarify systems and procedures as necessary.

ESSENTIAL DUTIES (Continued)

Perform other related duties and special projects as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards

Microsoft Excel and Office software

Pertinent state and federal laws, codes, regulations, and requirements.

Principles and practices of technical report writing.

Ability to:

Analyze financial transactions and prepare necessary adjustments.

Understand and utilize complex spreadsheets

Explain complex financial matters to non-technical people.

Perform complex payroll calculations accurately in a timely manner.

Establish and maintain effective working relationships with other City employees and members of the public.

Communicate clearly and concisely, both written and orally.

Perform assigned tasks using standard office software products.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) years of increasingly responsible accounting experience.

EXPERIENCE AND EDUCATION (Continued)

Education:

Possession of an associate degree in business, accounting, or a related field, or equivalent work experience in accounting

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: Work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend, and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One year

0140CS99

April 1984

February 1999

Revised September 2011

AAP GROUP: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt